Robinson Show Services

Exhibitor Manual:

Freight Services

The Canadian Association of Neuroscience Conference 2016

Sheraton Centre Toronto

123 Queen Street West

Toronto, ON M5H 2M9

Grand Ballroom, Foyer & Sheraton Hall A-E

May 29th- June 1st 2016

Dear Canadian Association of Neuroscience Conference 2016 exhibitor,

We are pleased to announce **Robinson Show Services Inc.** has been named the Official Show Services Contractor for The Canadian Association of Neuroscience Conference 2016. The Robinson Team is looking forward to help make your event a success.

We carry the following products and services to enhance your booth's visibility:

- Display Tables, Chairs & Stools
- Sofas & Coffee Tables
- Counters, Storage & Display Units
- Accessories & Office Furniture
- Carpet & Under-padding
- Booth Rentals
- Plants
- Labour – Install & Dismantle
- Signs & Graphics
- Transportation Services
- Advance & Post Show Warehousing

Please review the enclosed order forms for the services and equipment you may require. You may also view our products at www.robinsonshowservices.ca.

We would be delighted to assist you with any questions or special requests you may have.

Sincerely,
Team Robinson

Robinson Show Services Inc.
7615 Kimbel Street Unit 1-2
Mississauga, Ontario, Canada L5S 1A8
Phone: 905-417-7789
Fax: 905-417-2244
E-Mail: exhibitorservices@robinsonshowservices.ca

DECORATOR FOR CONVENTIONS, EXPOSITIONS, CORPORATE & SPECIAL EVENTS

The Canadian Association of Neuroscience Conference 2016

Sheraton Centre Toronto

123 Queen Street West

Toronto, ON M5H 2M9

Grand Ballroom, Foyer & Sheraton Hall A-E

May 29th- June 1st 2016

EXHIBITION SCHEDULE

RSS Move-in	Sunday May, 29th 2016	8:00AM-12:00PM
Exhibitor Move-in	Sunday May, 29th 2016	12:00PM-5:00PM
Exhibit Hours	Monday May, 30th 2016	9:00AM-5:30PM
Exhibitor Hours	Tuesday May, 31st 2016	9:00AM-5:30PM
Exhibitor Hours	Wednesday June, 1st 2016	9:00AM-3:30PM
Exhibitor Move-out	Wednesday June, 1st 2016	3:30PM-5:30PM
RSS Move-out	Wednesday June, 1st 2016	5:30PM-8:00PM

MOVE-OUT INFORMATION

- Aisle carpet (if any) must be removed prior to the return of empty crates.
- Robinson will begin returning empty crates immediately after show closing.
- Exhibitor materials must be cleared from the show floor by **5:30 PM**. To ensure all materials are removed from the facility in a timely fashion, please have carriers check in by **4:00 PM.**

DISCOUNT PRICE DEADLINE DATE

Take advantage of our discounted price (30%) by ordering before

WEDNESDAY MAY 11TH, 2016

BOOTH EQUIPMENT

Each exhibitor will receive
1 – 8ft deep 10ft wide blue draped booth with 8ft back wall and 3ft side rails
1 – 6ft skirted black top black table with 2 chairs
1 – Wastebasket
1 – Cardstock booth ID sign (8.5 x 11)

EXHIBIT HALL CARPET

The exhibit area may or may not be carpeted with existing facility carpet. Rental carpet is available through Robinson Show Services to enhance your booth space.

RULES AND REGULATIONS

For any questions regarding your booth space, and/or your exhibit, please contact:
Caitlin Mooney-Telephone: 250-472-7644 ext. 103 Email: caitlin@podiumconferences.com

Please note:

- It is forbidden to make alterations to any existing part of the venue, including but not limited to furnishings and equipment, without prior written authorization from the venue. This includes the drilling of holes, mechanical fastening (nails, staples, and push pins etc.); adhesive fastening (tape, glue, Velcro); or the fixing in any manner of decals, promotional literature or posters. Violating this restriction will result in a minimum fine of $100.00 per occurrence. Labour/Repair charges may be applied for the removal of prohibited items from venue property.

- The use of masking, clear packaging and plastic-based tapes are prohibited. To affix booth floor covering to the exhibit floor, only cloth based tapes such as Polyken are acceptable. Labour/Repair charges will be applied to remove prohibited tape from the venue property.

- Display or exhibit materials **must not** be attached to the drapes, lighting, chandeliers, walls, or hung from the ceiling. The exhibitor, in erecting a display, must not affix materials onto any surface, using thumb tacks, nails, spikes, stapes, nor may they use adhesives. Exhibitors will be directly responsible for damage to Robinson equipment or supplies, and/or damage to the facility.

- Sample food or beverage products must not be prepared, distributed or sold without the express written authorization from the venue. Most venues do not allow outside food and beverages in their banquet space. Please contact the venue directly for more information on their food and beverage policies. It should be further noted, venues charge a daily cleaning fee to exhibitors who are granted permission to serve food and beverages during an event.

- Passenger elevators and escalators **are not to be used** for transporting freight or equipment from floor to floor. This includes hand dollies, hand-carrying of boxes, easels, chairs, tables etc.

- Protective footwear, i.e. safety shoes must be worn during move-in and move-out. At specific times, the exhibit floor (or parts therein) may be deemed “Construction” areas by the Show Manager. If you have been given permission to be on the floor at these times, you will be required

to wear an approved hard-hat within the designated "Construction" zone. Also, when working at heights greater than 3 meters (10 feet) fall protection must be worn.

- During move-in and move-out, exhibit halls, loading dock areas and back of the house service areas are considered hazardous work zones.

- Ontario Law prohibits smoking anywhere inside the facility, public areas, or within close proximity to entrance or exit doorways.

LIABILITY

"Hold Harmless" – The Exhibitor(s) assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to exhibitors' displays, equipment and other property brought upon the premises of the Facility and shall indemnify and hold harmless the Facility agents, servants and employees from any and all such losses, damages and claims.

SAFETY

- Displays, exhibits or shipments of an excessive weight must receive prior approval by the Facility, and must be placed on wooden platforms to distribute the weight evenly to avoid damage to the floor and/or carpeting.
- It is not recommended to use chairs, tables and other rental furniture to support standing weight. Please use proper ladders.
- Flammable, explosive or corrosive liquids or materials are prohibited in the exhibit area. It is an offence to ship hazardous materials. Each offence is subject to fines or penalties.
- All displays and exhibits must be assembled in a safe and secure fashion to prevent hazards or damage to any other exhibitor, participant and/or display.
- Exhibitors and their Exhibitor Appointed Contractors (EAC's) are not permitted to operate motorized lifts or motorized material handling equipment for the installation and dismantle of exhibits.
- Due to fire regulations, booths and tables are not permitted to block entrance or exit doors. The Fire Code requires a minimum of 3 meters, (10 feet), clearance from all entrances and exits.
- Please use caution while in the exhibit hall. This is an active work area during move-in and move-out with potential hazards such as machinery, equipment and obstacles.
- Stay clear of trucks, trailers and dock areas.
- It is recommended as a safety precaution, and for insurance purposes, no one under the age of 16 be permitted in the exhibit area during move-in and move-out. If children are present during these times, they must be supervised by an adult at all times.

FULL FREIGHT SERVICE

Full Freight Service is available to all exhibitors within the GTA, such as: Metropolitan Toronto, Brampton, Mississauga, Richmond Hill & Markham. This service package includes:

- Pick-up & Return of your exhibit materials from your office
- Storage at Robinson Show Services Warehouse (pre & post show)
- Material handling

- Storage of empty crates during the show (if onsite storage is unavailable, additional charges will apply)
- Post show service

Our Full Freight Service is available to all exhibitors within the GTA and surrounding area only.

To place your order please refer to the full freight order form in this manual.

LOCAL CARTAGE

Robinson provides a local cartage service to the following GTA areas: Metropolitan Toronto, Brampton, Mississauga, Richmond Hill & Markham. (If you are interested in using our cartage service and you are located outside the areas we cover, please contact us to discuss your requirements).

Our pricing covers a 4' x 4' x 4' skid with a weight of 640 lbs. - maximum of 2 skids. Additional charges will apply for each additional skid or for skids which exceed our standard dimensions.

Price does not include, advance warehouse, material handling and post show.

To place your order please refer to the local cartage order form in this manual.

ADVANCE WAREHOUSE

Robinson will accept and store your shipment at our warehouse for a maximum of two weeks in advance of the show. Please fill out the Advance Warehouse form included in your kit. Please call Elaine or Anna at Robinson **Show Services directly at 905-417-7789** ext. 201 or 212 if you require further information, quotations or assistance with transportation and storage options.

Advance Warehouse Information (Shipping labels are also included in your kit)

Robinson Show Services
The Canadian Association of Neuroscience Conference 2016
(Exhibitor Name Here), (Booth #)
7615 Kimbel Street, Unit 1-2 Receiving, Mississauga, Ontario, L5S 1A8
Tel. # 905-417-7789 ext. 201 or 212

To place your order please refer to the advance warehouse order form in this manual.

EXHIBITORS PLEASE NOTE – It is the responsibility of Exhibitors to notify Robinson Show Services of any shipments requiring material handling or special handling, (including Forklift services-see below). If shipments are sent by carrier directly to show site, please schedule the delivery date and time with Robinson Show Services and have all tracking numbers available on-site during move-in.

When ordering Advance Warehouse, material handling is compulsory. If material handling is not included with the order, charges for this service will subsequently be added to the bill. In addition, it is highly recommended that Robinson Show Services provide post show service, to complement other freight services already in place. It should be noted that freight remaining on the show floor or left on the dock following the take-down of the event, will be collected and returned to Robinson's warehouse for storage. Additional post show and material handling charges may be applied, including a 30% late fee.

Advance Warehouse order forms must be submitted to Robinson Show Services for processing prior to the shipment being delivered to the warehouse. Robinson Show Services reserves the right to decline any carrier delivering freight to the warehouse on behalf of an exhibitor, if the relevant paperwork has not been provided beforehand by the exhibitor, and full payment received.

Exhibitors must pay full shipment and customs fees prior to shipping exhibit material to the Advance Warehouse or to the show site. Should exhibit material be shipped pre-paid, penalty charges of $100 plus customs fees will automatically be charged to your credit card.

MATERIAL HANDLING

Robinson Show Services offers exclusive material handling services for show materials. This includes off-loading from delivery trucks, transporting material to exhibitor booth locations, removal of empty crates to designated storage areas (maybe off site – note additional charges may apply for off-site storage), return of empty crates to booths at close of show and reloading on transport trucks.

To place an order, please refer to material handling order form included in this manual.

STORAGE DURING THE SHOW

Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.

Material handling service includes the placing of empties in the designated storage area. Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.

If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite.

To place an order, please refer to the storage order form included in this manual.

NOTE: If onsite storage is unavailable, additional charges may apply for offsite storage – this applies to all exhibitors procuring material handling.

POST SHOW

We recommend that you order RSS post show services as this guarantees your exhibit material is secure at the end of the show. All exhibitors using this service will have up to 5 business days to make arrangements for your freight to be collected from RSS warehouse. If your exhibitor material is not collected during the stipulated time frame, storage charges will apply.

Prior to leaving show site, it is the exhibitor's responsibility to affix labels, bill of lading and if applicable, a "customer commercial invoice" to your exhibit material. If the compulsory documents are not included and RSS office staff is required to contact the exhibitor to request the information, an admin fee of $50.00 will apply.

To place an order, please refer to the post show order form included in this manual.

It should be noted; if your carrier does not collect your freight during the dismantle window, it is the responsibility of RSS to take and store your freight at our warehouse and charges will apply, (refer to additional terms and conditions for more information).

ADDITIONAL TERMS AND CONDITIONS

- Payment in full must be submitted with your order form. Any orders received without payment will not be processed and will be returned to you via email.
- Orders received before the discount date will be given a 30% discount.
- Onsite orders will be charged a 30% late fee (this includes ordering of booth furnishings, material handling, onsite/offsite storage & post show services).
- Written cancellation submitted after processing of payment and more than 3 business days prior to the event will be subject to the lessor of a $100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).
- All exhibit material and equipment must be removed by the exhibitor during the assigned dismantle period. Any material left on show site after this time will be removed by RSS and stored at our warehouse for a maximum of 5 business days at the exhibitor's expense. If the named contact, supplied by the show manager does not reply within 5 business days to our written correspondence informing re: your exhibit material, we will retain your freight for a further 6 weeks. This will be classed as long term storage and premium pricing will apply. After this date, RSS will dispose of your exhibit material. Please note, RSS shall not be liable for any loss or damage to your exhibit material left on show site post show.
- Freight will be rounded up to the nearest 100lbs (a minimum of 200lbs will be charged for all freight orders). Exhibitors will be charged for actual weight if different from weight recorded on the order form.
- All freight either being collected by RSS staff or delivered to our warehouse or show site without a weight ticket will be weighed. The dimensions generated on our scale will be used for billing. Invoices will be adjusted for off target shipments and a further payment will be deducted from your credit card.
- If you intend to use an exhibit appointed contractor, please complete and return the relevant forms 10 days prior to exhibitor move-in.

CONTACT

Show Manager

Company Name: Podium Conference
Contact: Caitlin Mooney
Tel: 250-472-7644 ext. 103
Email: caitlin@podiumconferences.com

Show Services

Company Name: Robinson Show Services
Contact: Alexandra Buonaiuto or Elaine Blosmanis
Tel: 905 417 7789
Email: exhibitorservices@robinsonshowservices.ca

Venue

Company Name: Sheraton Centre Toronto
Contact: Stephen Bell
Tel: 416-361-1000
Email: Stephen.bell@sheraton.com

Robinson Show Services

Payment and Credit Card Authorization form

Tel - (905) 417-7789 | Fax - (905) 417-2244 | Email: exhibitorservices@robinsonshowservices.ca | www.robinsonshowservices.ca

Show: The Canadian Association of Neuroscience Conference 2016 Booth # _____ Booth Size _____

Company Name _____

Address _____

_____ Post Code _____

Email Address _____ Phone # _____

Email for invoice (if different from above) _____

Onsite Contact Name _____ Cell # _____

THIRD PARTY COMPANY INFORMATION

ONLY COMPLETE THIS SECTION IF A THIRD PARTY WILL BE MAKING PAYENTS FOR THIS ORDER

Third Party Company Name _____

Contact Name _____

Third Party Address _____

_____ Post Code _____

Contact's Email _____ Phone # _____

Email for Invoice (if different from above) _____

CREDIT CARD

THIS SECTION MUST BE COMPLETED FOR YOUR ORDER TO BE PROCESSED

Master Card ☐ Visa ☐ Amex ☐

Account # _____

Expiry Date _____ Card Verification Digits _____

Card Holder Name _____

Card Holder Billing Address _____

_____

Card Holder Signature _____ Date _____

BANK WIRE TRANSFER: Canadian Imperial Bank of Commerce, 35 Lakeshore Road East, Port Credit, Ontario, L5G 1C9
CIBC Bank Code: 010 | Transit or Branch #: 00422 | Robinson's Account #: 9953817 | SWIFT CODE: CIBCCATT

- Canadian Banks do not carry IBAN numbers
- Please reference – The Canadian Association of Neuroscience Conference 2016 & Booth Number on all Bank Transfer so we properly credit your account.
- Customers are responsible for the bank processing fee of $30.00 CDN.

PAYMENT POLICY

Your order will not be processed if this credit card authorization form is not fully completed or is not submitted with your order.

All payments must be made in full with the submission of your order forms. If the final price for the products or services you are ordering is different from the price on the order summary form, you will be notified in writing of any further deductions to be taken from your credit card prior to your card being charged. Payment will be deducted from your credit card once your order is processed and you will be issued with payment confirmation. Please note additional charges will automatically be deducted from your credit card for service such as freight, labour, damage and items or services ordered onsite by your representative - All applicable taxes will be added and charged to your credit card.

This form must be completed for all onsite orders or payment will have to be made in full.

Method of Payment: RSS will only accept the following forms of payment – Master Card, Visa, Amex and bank wire transfer. All exhibitors paying by bank wire transfer, please include an additional $30 to cover the bank charges associated with this method of payment. For exhibitors paying in US currency via wire transfer, please ensure your payment is equivalent to Canadian dollars.

Charges: A 30% discount will automatically be given to all exhibitors placing their order before the order discount date documented in the exhibitor manual.

Third Party Billing: In order to authorize RSS to invoice a third party for payment of services rendered to exhibitors, this form must be fully completed and signed by both the exhibiting company and third party.

The exhibiting company understands and agree that your company is ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from RSS, to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the set up day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Cancellations and Amendments: Written cancellation submitted after processing of payment and more than 3 business days prior to the set-up will be subject to the lessor of a $100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).

All invoices will be sent via e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contacts email.

By signing this form, I agree to accept RSS payment policy & RSS contract terms included in this manual.

Exhibiting Company

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Third Party

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Robinson Show Services is committed to providing excellent customer service. To assist us with serving you more effectively, send your feedback to exhibitorservices@robinsonshowservices.ca

Order Summary Form

COMPANY INFORMATION	SHOW INFORMATION
Contact Name: _____ Company Name: _____ _____ Company Address: _____ _____ _____ Contact #: _____ Email: _____ If on site contact different from above: Onsite Contact Name: _____ Onsite Contact Cell: _____	The Canadian Association of Neuroscience Conference 2016 Show Dates: May 29th-June 1st 2016 Venue Name: Sheraton Centre Toronto Move-in Time: 8:00 AM Booth #: _____ **Please Note: The Exhibitor must complete all information in this template**

METHOD OF PAYMENT: Credit Card ☐ Wire ☐ Transfer ☐

Credit Card Number _____Expiry Date _____

Card Verification Digits _____ Type of Card: MasterCard ☐ Visa ☐ Amex ☐

Card holder name _____

Card holder billing address

_____

DISCOUNT APPLICABLE BEFORE – WEDNESDAY MAY 11TH 2016

PLEASE NOTE RSS ORDER DEADLINE DATES MAY DIFFER FROM OTHER SERVICE PROVIDERS FOR THIS EVENT. WE RECOMMEND THAT YOU CONFIRM DIRECTLY WITH EACH SUPPLIER THEIR DEADLINE DATE.

Order Summary Show Specials	**Total**
Advance Warehouse	$
Material Handling	$
Storage	$
Post Show Storage	$
Labour	$
In-Booth Forklift Order Form	$
Miscellaneous charges	$
30% Onsite Fee	$
Wire Transfer Charge ($30.00 CAD)	$
Total Payment Amount	$

Please indicate details of miscellaneous charges:

_____

_____

_____

Note: Orders submitted without a completed credit card form and full payment will not be processed.

SHIPPING LABEL FOR
ADVANCE WAREHOUSE
EXHIBITION FREIGHT

FROM:

_____

_____

_____

_____
EXHIBITING COMPANY BOOTH NUMBER

C/0 ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 1-2
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789

CARRIER _____

NUMBER OF PIECES _____ OF _____

CANNOT BE DELIVERED BEFORE OCTOBER 7th, 2015

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.

SHIPPING LABEL FOR
ADVANCE WAREHOUSE
EXHIBITION FREIGHT

FROM:

_____

_____

_____

_____
EXHIBITING COMPANY BOOTH NUMBER

C/0 ROBINSON SHOW SERVICES LOGISTICS
7615 KIMBEL STREET, UNIT 1-2
MISSISSAUGA, ONTARIO L5S 1A8
905-417-7789

CARRIER _____

NUMBER OF PIECES _____ OF _____

MUST BE DELIVERED BY MAY 29TH – 8:00 am

The above labels are provided for your convenience. Place one on each piece shipped to ensure proper delivery.

Advance Warehouse Receiving Information Sheet

PLEASE NOTE – WITH ADVANCE WAREHOUSE, YOU MUST ALSO ORDER MATERIAL HANDLING. Please fill in the details on the Material Handling form included in this kit and forward with the Advance Warehouse information.

BENEFITS

- Show materials will be stored in our warehouse for up to 2 weeks prior to show
- Priority delivery of shipment to the show facility prior to exhibitor move-in

SERVICE INCLUDES

- Shipment in our warehouse up to 14 days in advance of show
- Our warehouse hours are 9am to 4pm Monday to Friday (Except on Canadian Public Holidays)
- Inventory count and recording of any visual damage

ESTIMATED CHARGES

- Charges are based on weight of shipment and charged per hundred weight, (CWT), and rounded up to the nearest hundred. Minimum per shipment may apply. See enclosed Advance Warehouse Order Form.
- All shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual Bills of Lading with separate weight tickets. Entire shipment will be charged at the uncrated rate. Charges are an estimate only and will be adjusted according to weight tickets.
- A $25 surcharge will apply to any shipments that we are required to weigh.
- Off target shipments will be charged an additional 30% to the applicable CWT rate.
- All exhibit materials must be delivered to our warehouse no later than 48hours prior to the show move-in (weekends are excluded – for all shows taking place either Monday or Tuesday and exhibit material must be delivered by 4pm the Thursday before).
- If exhibit material is delivered to our warehouse without a completed order form and full payment, RSS reserves the right to decline the shipment and your exhibit material will be retained by the delivering carrier. RSS will only accept your exhibit material under special circumstances and an administrative fee will apply.
- Collect (COD) shipments will not be accepted by our warehouse.
- All shipments must be properly labeled including: National Transition Symposium - Job Fair, Company Name, and Booth Number. Labels must be on each item shipped.

SHIPMENT WEIGHT

All shipments not accompanied by a weight ticket will be weighed upon receipt. Weight estimates are final and binding when shipment is received in the warehouse. Shipments may be calculated by Robinson's using cubic weight (dimensional weight) or actual weight (pounds) for billing purposes.

INSURANCE

Shipments should be adequately insured by the exhibitor for coverage when out of care, custody and control of Robinson.

LIABILITY

Robinson will not be held responsible for concealed damage upon delivery to advance warehouse, or damage or loss of merchandise after delivery to booth, before or during installation time or at conclusion of show prior to delivery to common carrier. Robinson will not be responsible for damage while handling loose or inadequately packaged exhibit materials. The condition, count, and contents of the materials at the time of removal will be final and binding. Robinson reserves the right to alter the exhibitor's bill of lading to reflect the actual condition, count and contents at the time of removal. Robinson will not be responsible for failure or delay in performing service when delay is caused by strike, labour stoppage or any other cause unavoidable or beyond Robinson's control. Robinson's liability is limited to $0.30 per pound, per article, to a maximum of $30.00 per article and $150.00 per shipment. Values exceeding this limitation should be insured by the shipper.

Advance Warehouse Receiving Order Form

The Canadian Association of Neuroscience Conference 2016

Company Name _____ Booth # _____

(PLEASE ENSURE THE MATERIAL HANDLING FORM IS FILLED OUT AND INCLUDED WITH THIS FORM)

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date –

WEDNESDAY MAY 11TH 2016

SHIPMENTS ARE ACCEPTED FROM: WEDNESDAY, MAY 11TH 2016

NO SHIPMENT WILL BE ACCEPTED IN OUR ADVANCE WAREHOUSE ON OR AFTER: TUESDAY MAY 24TH, 2016

RATE CATEGORIES	Price Per CWT (200 lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	$39	$59	$64	$25
REGULAR RATES (per cwt)	$50.70	$76.70	$83.20	$32.50
On-Site Orders	A 25% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipment			

ADDITIONAL SURCHARGES

LATE SHIPMENTS TO WAREHOUSE TUESDAY MAY 24TH, 2016**: Shipment Delivered after Deadline Date (in addition to above rates - $50 fee will apply)**

Any warehouse Shipment received after – TUESDAY MAY 24TH, 2016 **(that require a separate delivery to show site, will be charged $150).**

Overtime Charges- inbound (in addition to above rates) – applied when delivered outside of warehouse hours (Monday to Friday between 9am – 4pm).

RATE CATEGORY	Discounted	Regular
Crated or Skidded Shipment	$75	$97.50
Special Handling Shipment	$100	$130.00
Uncrated or Pad Wrapped Shipment	$100	$130.00

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200 lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)		CWT		RATE		ESTIMATED TOTAL
Crated/Skidded Shipment	_____	/100	_____	x	$_____	=	$ _____
Uncrated Shipment	_____	/100	_____	x	$_____	=	$ _____
Special Handling	_____	/100	_____	x	$_____	=	$ _____
Small Package	_____	/100	_____	x	$_____	=	$ _____
Late Shipment/Overtime charges	_____	/100	_____	x	$_____	=	$ _____

NOTE:

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to certified weight ticket.
- A $25 surcharge will apply if shipment has to be weighed.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm (except on Canadian public holidays)
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

RSS Advance Warehouse Safe Storage

Material Handling Services Information Sheet

Robinson Show Services has been appointed as the Official Material Handling Services Provider for this event.

MATERIAL HANDLING SERVICE INCLUDES:

- Move-in and move-out, whether fully or partially used
- Unloading of shipment at dock and deliver to booth
- Removing empty containers from booth to designated storage area (if available)
    - (If designated space is not available, exhibitors may purchase our storage option)
    - Please see the attached storage form
- Return of empty containers to booth after show closing
- Loading of shipment from booth to carrier of choice

Note: Transportation to and from show site is not included as part of this service.

ESTIMATING MATERIAL HANDLING CHARGES:

- Material handling services are charged per hundred weight (CWT) and rounded up to the nearest hundred unit. A minimum of 200lbs per shipment charge applicable.
- Shipments must be accompanied with a Certified Weight Ticket. Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated rate. Charges are estimates only and will be adjusted according to weight tickets.
- A $50 Admin fee will apply if relevant paperwork is not affixed to shipment.
- If material handling is procured on show site prior to providing this service, a credit card form must be completed and signed.
- A $25 surcharge will apply if shipment require weighing.

STORAGE DURING THE SHOW

- Exhibitors can store a limited amount of empty cartons in their booth – this storage is restricted to under your skirted table only and not behind display material.
- Material handling service includes the placing of empties in the designated storage area (this may be on or off site). Exhibitors not ordering material handling services are responsible for removing and storing all empties - please label all empty crates before storing.
- If there is limited storage on the show floor and your company has not ordered material handling from Robinson, it is highly recommended that you consider using our storage service. Alternatively, it is the exhibitor's responsibility to make arrangements for your empty crates to be stored offsite, prior to exhibitor move-in.

Material Handling Services
Information Sheet 2

WHAT KIND OF SHIPMENT DO YOU HAVE?

Shipment Type	**Definition**
Crated Skid	Materials that are skidded in a shipping container that can be unloaded at loading dock with no additional handling required.
Uncrated material shipped	Materials shipped loose or pad-wrapped shipments. Machinery without proper lifting bars or hooks.
Special Handling	Materials that requires additional handling, including ground unloading, stacked or constricted space unloading, designated piece loading, alternative delivery location, loads mixed with pad wrapped material and shipments without proper delivery receipts. FEDEX, UPS and DHL are included in this category due to their process. Special handling at the venue such as but not limited to (no loading docks, no elevators, hand carrying and use of stair case for move-in and move-out.
Small Packages	Shipment consisting of any number of pieces not exceeding a combined weight of 30lbs, and received collectively on the same day, from the same shipper and delivered by the same carrier.

Please refer to the Material Handling – Special Handling Information Form for more details.

RSS Material Handling

Material Handling
Special Handling Information

WHAT IS SPECIAL HANDLING?

Special handling applies to shipments that are loaded by cubic space and/or packaged to require additional labour or handling such as additional time, labour, or special equipment to unload, sort and delivery.

TYPES OF SPECIAL HANDLING

Ground Loading or Unloading

Vehicles that are not dock height, preventing the use of loading docks, such as U-hauls, flat bed trailers, double drop trailers, company vehicles with trailers that are not dock level.

Constricted Space Loading or Unloading

Trailer loaded "high and tight" shipments that are not easily accessible. Freight is loaded to full capacity of trailer – top to bottom, side to side. One example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

Designated Piece Loading / Unloading

Drivers that require the loading crew to bring multiple pieces of freight to the rear of the trailer to select the next piece, having to remove freight from the trailer then reload to fit or the trailer must be loaded in a sequence to ensure all items fit.

Stacked Shipments

Shipments loaded in that require multiple items to be removed to ground level for delivery to booth. Stacked or "cubed out" shipments, loose items placed on top of crates and or pallets constitute special handling.

Shipment Integrity

Shipment integrity involves shipments on a carrier that are intermingled, or delivered in such a manner that additional labour is needed to sort through and separate the various shipments on a truck for delivery to our customers.

Crated vs Uncrated Shipments

Crated shipments are packed in any type of shipping container and can be unloaded at the dock with no additional handling required. This includes crates, fibre cases, cartons and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars or hooks.

Mixed Shipments

Mixed shipments are shipments of mixed crated and uncrated goods, where the percentage of uncrated is minimal and does not warrant full uncrated rate for the shipment, but does require special handling.

Carpet only Shipments

Shipments that consist of carpet and or carpet padding only require special handling because of additional labour and equipment to loaded or unload.

No Documentation

Shipments from a small package carrier (including, among others, Federal Express, UPS, Airborne Express and DHL) without an individual Bill of Lading, require additional time, labour and equipment to process.

Alternate Delivery Location

Alternative delivery location refers to shipments that are delivered by a carrier that requires us to deliver some of the shipments to different levels in the same building, or to other buildings in the same facility.

Material Handling Services Order Form

The Canadian Association of Neuroscience Conference 2016

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date –
WEDNESDAY MAY 11TH 2016

TIME		Crated	Uncrated	Special Handling	Small Packages
REGULAR TIME: Discounted Price	Mon – Fri (8:00am – 4:00pm)	$69.00	$86.00	$96.00	$36.00
REGULAR TIME: Regular Price	Mon – Fri (8:00am – 4:00pm)	$89.70	$111.80	$124.80	$46.80
OVERTIME: Discounted Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	$86.00	$107.00	$120.00	$46.00
OVERTIME: Regular Price	Mon – Friday (4:30pm – 8:00am) Sat, Sun, & Holidays	$111.80	$139.10	$156.00	$59.80

On-site Orders	A 30% surcharge will be applied to on-site orders
Off-Target Shipments	A 30% surcharge will be applied to off-target shipments.
Note: If move-in and move-out time fall during overtime hours, overtime rate will be applied	

CALCULATION (when recording weight, round up to the nearest 100lbs or minimum 200lbs, which is greater)

DESCRIPTION	WEIGHT (LBS)		CWT		RATE		ESTIMATED TOTAL
Crated/Skidded Shipment	_____	/100	_____	x	$_____	=	$ _____
Uncrated Shipment	_____	/100	_____	x	$_____	=	$ _____
Special Handling	_____	/100	_____	x	$_____	=	$ _____
Small Package	_____	/100	_____	x	$_____	=	$ _____

NOTE:

- Final total will be adjusted according to shipment weight.
- Minimum charge applies to each shipment and is not cumulative on multiple shipments.
- Charges above are estimates only and will be adjusted according to weight ticket.
- A $25 surcharge will apply if shipment has to be weighted.
- Shipments are accepted in the warehouse Monday to Friday between 9am & 4pm.
- Unless crated and uncrated shipments are separated and clearly identified on individual bills of lading with separate weight tickets, the entire shipment will be charged at the uncrated weight.

SPECIAL REQUIREMENTS / INSTRUCTIONS

Storage Order Form

The Canadian Association of Neuroscience Conference 2016

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date –

WEDNESDAY MAY 11TH 2016

PRICE EXCLUDES: advance warehouse, material handling, special handling & post show storage.
ADDITIONAL CHARGES – will apply under the following circumstances:

- If storage is procured on show site – prior to providing this service (a credit card form must be completed and signed).
- Crates will be returned to booth upon show closure.

Quantity	Description – Onsite Storage	Discount Price	Regular Rate	Total
	Maximum of 3 small crates less than 2 x 2 x 2	$27.30	$39.00	
	Maximum of 3 large crates – 4 x 4 x 4	$71.89	$102.70	
	Each additional small crates less than 2 x 2 x 2	$9.10	$13.00	
	Each additional large crate – 4 x 4 x 4	$22.75	$32.50	

Quantity	Description – Offsite Storage	Discount Price	Regular Rate	Total
	Offsite storage – maximum of 3 small to medium empty crates 2 x 2 x 2	$75.60	$108.00	
	Offsite storage – maximum of 3 large empty crates 4 x 4 x 4	$109.20	$156.00	
	Each additional offsite crate less than 2 x 2 x 2	$13.65	$19.50	
	Each additional offsite large crate 4 x 4 x 4	$22.75	$32.50	

Post Show Storage Order Form

The Canadian Association of Neuroscience Conference 2016

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date –

WEDNESDAY MAY 11TH 2016

RATE CATEGORIES (Minimum 200lbs)	Price Per CWT (200lbs minimum)			
	Crated	Uncrated	Special Handling	Small Packages
DISCOUNTED RATES (per cwt)	$44.00	$61.25	$68.50	$25.00
REGULAR RATES (per cwt)	$63.00	$79.00	$89.00	$32.50
On-Site Orders	A 30% surcharge will be applied to on-site orders			
Off-Target Orders	A 30% surcharge will be applied to off-target shipments			

ADDITIONAL SURCHARGES **PRICE/CWT** **200lbs minimum**

Overtime Charges - outbound (in addition to above rates)

Add 25% (if shipment is picked up during overtime hours or if the warehouse needs to remain open in overtime for pick up.)

CALCULATION (when recording weight, round up to the nearest 100lbs - minimum 200lbs)

DESCRIPTION	WEIGHT (LBS)		CWT		RATE		ESTIMATED TOTAL
Crated/Skidded Shipment	_____	/100	_____	x	$_____	=	$ _____
Uncrated Shipment	_____	/100	_____	x	$_____	=	$ _____
Special Handling	_____	/100	_____	x	$_____	=	$ _____
Small Package	_____	/100	_____	x	$_____	=	$ _____
Overtime Surcharge	Estimated Total x $25%					=	$_____

SPECIAL REQUIREMENTS / INSTRUCTIONS

POST SHOW – Rate is $49 per 100 lbs crate (minimum of 200lbs for all orders). This service includes your shipment being packed up from show site and delivered back to the Robinson Show Services warehouse and stored for up to five (5) business days. **(Price excludes advance warehouse, material handling, storage charges, post-show & special handling).**

STANDARD POLICY

- It is the exhibitor's responsibility to attach relevant paper work to freight such as the bill of lading & commercial invoice prior to leaving show site.
- It is the responsibility of the onsite representative to package all exhibit materials for collection by RSS staff.
- All shipments originating outside of Canada require the appropriate paperwork. Canada Customs and US Customs – Homeland Security (if applicable on return).

ADDITIONAL CHARGES – will apply under the following circumstances:

- Post Show is procured on show site. For this service, a credit card form must be pre-authorized and signed.
- Special handling at the venue. Examples include: no loading docks, no elevators, hand-carrying and the mandatory use of stairs.
- An administration fee of $50 will apply if relevant paper work is not fixed to the exhibit material post show (such as bill of lading & commercial invoice).
- Exhibit materials not collected within 5 business days will be billed for storage fees. This amount will be deducted from the credit card used initially to place the order.

If the designated carrier does not pick up or arrive at the designated location on time, neither show manager nor contractor will be liable for any resulting delays.

RSS Post Show Storage

Labour Information Sheet

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discounted price (30%) by ordering before the deadline date –

WEDNESDAY MAY 11TH 2016

DISPLAY LABOUR (One Hour Minimum per Worker)

Rates before deadline date:

RATE CATEGORY	DATE & TIME	LABOUR DISCOUNTED PRICE	SUPERVISOR DISCOUNTED PRICE	CARPENTER DISCOUNTED PRICE
Standard Time	Mon – Fri between 8:00am – 4:00pm	$60.00	$90.00	$105.00
Over-Time	Mon – Fri between 4:00pm – 6:00pm Sat – Sun between 8:00am- - 4:00pm	$90.00	$115.00	$135.00
Double Time	All times not noted above as well as holidays	$120.00	$180.00	$210.00

Rates after deadline date:

RATE CATEGORY	DATE & TIME	LABOUR REGULAR PRICE	SUPERVISOR REGULAR PRICE	CARPENTER REGULAR PRICE
Standard Time	Mon – Fri between 8:00am – 4:00pm	$78.00	$117.00	$136.50
Over Time	Mon – Fri between 4:00pm – 6:00pm Sat – Sun between 8:00am- - 4:00pm	$117.00	$149.00	$175.50
Double Time	All times not noted above as well as holidays	$156.00	$234.00	$273.00

- There is a one hour minimum, per labourer charge applicable.
- Labour rates are charged per labourer; per hour; in half hour increments.
- Supervisor must check in with the Robinson Show Site Manager to pick up labourer. Start time is guaranteed only at start of work.
- Labour must be cancelled in writing, two (2) business days in advance, to avoid a one hour, per worker cancellation fee.
- When scheduling dismantle labour, please allow for sufficient time to return empty containers to the booth.
- Robinson supervised jobs will be completed at the discretion of RSS administration, sometime before show opening. **Please include a set up plan, photo and special instructions with this order.**

Labour Order Form

The Canadian Association of Neuroscience Conference 2016

Company Name _____ Booth # _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

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WEDNESDAY MAY 11TH 2016

INSTALLATION LABOUR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____= _____ x _____= $_____

INSTALLATION SUPERVISOR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____ = _____ x _____ = $_____

INSTALLATION CARPENTER

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____ = _____ x _____ = $_____

INSTALLATION

DELIVERY INFORMATION

Delivery Date _____ Delivery Time _____ Carrier _____

EXHIBIT INFORMATION

Set up drawings/photos attached Yes ☐ No ☐

SET UP INSTRUCTIONS

Set-up plan and photos attached ☐

DISMANTLE

DISMANTLE LABOUR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____= _____ x _____= $_____

DISMANTLE SUPERVISOR

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____ = _____ x _____ = $_____

DISMANTLE CARPENTER

Date Required _____ Start Time Required _____ AM ☐ PM ☐

No of People x Hours/Person = Total Hours x Hourly Rate = Total

_____ X _____ = _____ x _____ = $_____

PICK-UP INFORMATION

Pick up Date _____ Pick up Time _____ Carrier _____

DISMANTLE INSTRUCTIONS

Supervision (Note: If Exhibitor is supervising labour, the Exhibitor must check labour in and out with the Robinson Show Site Manager.

☐ Exhibitor Supervised
Exhibitor must be present to Supervise

☐ RSS Supervised
Exhibitor does not need to be present

Exhibitor Contact Name _____ Cell # _____

Exhibitor Appointed Form

Notification of intent to use an Exhibitor Appointed Contractor

Service Contractors other than the Official Service Contractor designated by Show Management, must complete the following form and forward it two weeks prior to move-in: exhibitorservices@robinsonshowservices.ca or fax to 905-417-2244.

Name of Show: _____

Company Name: _____

Exhibit Appointed Contractor: _____

Address of Contractor: _____

_____

Type of Service to be Performed: _____

_____

_____

_____

Exhibit Appointed Contractors **must** forward a copy of their **General Liability Insurance Certificate (minimum coverage of two million dollars)** to Robinson Show Services no later than 10 days prior to the first day of exhibitor move-in, or they will not be permitted to service your exhibit. This document **must** include the following: Name of venue; Show Management and Robinson Show Services.

A **Safety Clearance Certificate must** also be submitted. Companies based in Ontario are required to submit a **WSIB Certificate** and companies operating in Quebec, will be required to provide a **CSST Certificate**. For organizations operating outside of these areas, please contact Robinson Show Services for information about the appropriate certificate required.

It is the responsibility of the exhibitor to ensure that representatives of the Exhibitor Appointed Contractor abide by the official rules and regulations for this event.

_____

Contact Name Email Address Booth #

_____

Authorized Signature Print Name Date